

PROCEDURES TO FOLLOWING WHEN APPLYING FOR A SPECIAL PERMIT

Special permits provide for uses that are appropriate under certain circumstances in a zoning district but inappropriate under other conditions. They provide a means where each situation can be judged on its own merits and conditions and stipulations can be required by the Permit Granting Authority to ensure that the use is appropriate to the area. Special Permits may be granted only if they are expressly authorized in the Municipal Zoning Ordinance.

THE FOLLOWING STEPS MUST BE FOLLOWED FOR ANY APPLICATION FOR A SPECIAL PERMIT:

1. Obtain a copy of the application from the Department of Planning & Development. The applicant must have a financial or legal interest in the property.
2. Fill out the application form and attach seven (7) copies of the plot plan, scale = 1:20 showing the following:
 - a. Existing and proposed lines of streets, ways, easements and public areas.
 - b. Proposed system of drainage.
 - c. Lot lines with dimensions.
 - d. Location of proposed buildings, parking and points of access, signs and lighting, and refuse disposal areas.
3. Bring application to Building Department for review. Include any supplemental material in the application required by the Building Commissioner and/or Municipal Zoning Ordinance. The Building Department must sign off for completeness of application only.

Bring application materials to the Planning Department for review. Attach any supplemental materials required by the Director of Planning & Development. The Planning Department must sign off for completeness of application only.

Bring application materials and filing fee, payable to the City of Chicopee to the Aldermanic Secretary. The Aldermanic Secretary will send you to the City Clerk to get your application stamped while she assembles your paperwork. The application must be stamped by both the City Clerk and Aldermanic Secretary to be considered filed.

Once these requirements have been completed, a public hearing before the Board of Aldermen will be scheduled. At the public hearing, you or your agent will be required to appear and present your case.

An appeal of the decision of the Permit Granting Authority may be taken to the Superior Court within twenty (20) days of the filing of the decision with the City Clerk.

The Special Permit shall take effect after the City Clerk has certified that the twenty (20) day appeal period has run without an appeal being filed, or if an appeal has been filed it has been dismissed or denied.

After notification of a favorable decision, the applicant shall obtain from the Building Department a post card to be filled out at the Registry of Deeds and mailed back to the Building Department at that time. The applicant is responsible for filing an affidavit with the Registry of Deeds.

Notice of decision will be mailed to the applicant.